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Security Information

TO: Chiefs, Field Bureaus
FROM: Acting Chief, FBIS
SUBJECT: Letter of Instructions

13 April 1953

GENERAL

1. Plans and specifications for the new West Coast station near Santa Rosa, California have been readied for printing. Construction bids are to be received on 14 May 1953.

2. Air Force and FBIS in Okinawa have mutually agreed that 1 July 1954 is a practical target date for completion of the new airfield at Bolo Point, where FBIS is now situated, and the new FEIS station at Sobe. This date is dependent upon the removal of an Air Force transmitting station now at Sobe. Detailed plans and specifications of the Santa Rosa station have been furnished Air Force in Okinawa for use in planning the construction of the new Sobe station.

3. A Real Estate and Construction Division representative has returned from a successful mission in Cyprus in connection with long term leasing of housing for Mediterranean Bureau personnel. Fourteen houses were leased and an agreement to lease nine newly-constructed apartments was concluded. All leases will be for five years. Procedures for additional leasing as suitable quarters become available were established.

4. Departmental reorganization was approved to remove the Engineering Staff and the Liaison Officer from the Office of the Chief, FEID; to remove the Library section from the Editorial Branch; and to establish an Engineering Staff and a Liaison and Reference Staff. No change in number of positions is involved.

EDITORIAL COMMENT

All Bureaus

1. The draft of a new Field Manual for processing broadcast material has been completed. The draft will be presented to the FEIS - BBC Standardization Committee for consideration prior to issue.

2. Quotations from Stalin, Malenkov, and other key personalities receive intense scrutiny by recipients of FBIS publications, and require extreme accuracy

SECRET

SECRET
Security Information

in processing. If quotations marks are not properly placed, difficulty is experienced by departmental editors in preparing such material for the Daily Report and wire. Loose wording tends to mislead analysts and can give rise to embarrassing situations. A recent example occurred when the Department of State queried the translation of the word "successor" in a paraphrased report from a Bureau. A request to the field for verification brought the answer that "transmission of very poor quality necessitated summary with Russian word for 'successor' not actually heard."

3. Among recent events which were well and promptly covered by Field Bureaus were the death of Gottwald and the elevation of the new Czech hierarchy, and the various Korean and Chinese "peace proposals", including the exchange of letters between Kim Il Sung and Gen. Clark, and the Chou proposal on repatriation. All Bureaus are congratulated for their work during this period.

4. Editors are reminded of the desirability of keeping subslugs free of verbiage. Except in cases when the subslug consists of a title of a commentary or article, it should be considered essentially an editor's notation briefly summing up the subject of the item. A subslug such as (TELEGRAM OF CONDOLENCES FROM COMRAD VULKO CHERVENKOV, CHAIRMAN OF THE COUNCIL OF MINISTERS OF THE BULGARIAN PEOPLE'S REPUBLIC, TO ANTONIN ZAPOTOCKY, CHAIRMAN OF THE COUNCIL OF MINISTERS OF THE CZECHOSLOVAK PEOPLE'S REPUBLIC, ON THE OCCASION OF THE DEATH OF GOTTFELD) typifies the space-consuming notations frequently received. (CHERVENKOV TELEGRAM TO ZAPOTOCKY) would seem entirely adequate. As a general rule, if the announcer's exact words in introducing an item seem significant, they should be included in the body of the item or enclosed in quotation marks in the subslug. If the sole purpose of the subslug is to provide an editorial tag-line for the item, all unnecessary descriptive phraseology should be eliminated.

London Bureau

1. Items occasionally lack labels identifying them as "text", "summary", etc. When this information is not included, publication of the item in the Daily Report is delayed while the station is queried.

Example: L161545 Moscow Home Service 160900 -- account of the Supreme Soviet session had no indication as to whether it was a "text."

2. On "voice" items cross references to "press" items should be avoided, simply because of the problem this procedure raises for the Daily Report, since the two are kept separated.

Example: In the above item an editor's note at the beginning said that the first portion of this broadcast had been covered by a Tass transmission already sent. A problem arises out of the fact that a reference like this cannot be used in the unclassified section of the book. So, even at the risk of duplication, material should preferably be repeated in a voice item and not have such cross references.

SECRET
Security Information

3. In the roundup the present tense is generally used in referring to commentaries. Lately roundup editors have been using the past tense.

German Bureau

1. Standard terminology for logos is not consistently used. The sending time at the beginning of each logo and a repeat of the broadcast time at the end of each item is standard practice.

Mediterranean Bureau

1. Regional briefs are very long and often could be further compressed.

2. Users of the Political Abstracts book have made a special request for the names of any Party personalities on the oblast level.

3. The fact that the same sorts of items are filed both in brief and in textual form indicates a certain indecision on the part of field editors as to the sort of material to brief. Some sort of general agreement about types of items that should be briefed might be beneficial. These could be broad and flexible but they might avoid the current discrepancy.

East Coast Bureau

1. Editorial tag-lines in logos of adds should be as explicit as possible. Description of an item such as "(TRYBUNA LUDU EDITORIAL)" is of little use in that the Polish folder may contain several TRYBUNA LUDU editorials. More specific description such as "(TRYBUNA LUDU ON GOTT ALD)" would serve the purpose better.

FIELD OPERATIONS

1. As withdrawal of the Army from Camp Crawford, Hokkaido appears probable, the CIC unit at Sapporo is leading a movement among various other operations such as FBIS to retain facilities on the post. If FBIS remains, adequate housing should be available. In the meantime, preparations are being completed for a monitoring survey mission to explore the Niigata area on the Sea of Japan coast of Honshu as a substitute site for the Hokkaido Bureau. The mission will consist of Chief, Tokyo Bureau; Cruising Monitor, Okinawa Bureau; and a Russian monitor from Hokkaido Bureau. Its work will be completed by the end of April.

2. The Pakistan Survey Mission, after a careful study, has submitted an adverse report based on the finding that the margin of material obtainable above the potential of the Mediterranean and Hokkaido Bureaus was insufficient to justify the financial investment and political, administrative and technical problems involved in establishing a joint undertaking with the Government of Pakistan.

SECRET
Security Information

3. The Mediterranean Bureau is complimented on its excellent exploitation of Soviet interior and Central Asiatic regional stations in the season now drawing to a close, and on the success of its intensive recruiting program which has already contributed to coverage improvement and which promises to offer a competent staff in principal target languages before the end of the year. The valuable assistance of the London Bureau in this respect is noted with appreciation.

4. Bureaus are requested to examine the monthly master coverage list issued by Washington for inaccuracies and incomplete entries of their respective listings. Since these compilations are produced mechanically by revision of a master tape according to the semi-monthly coverage change reports filed by each bureau, inaccurate or incomplete items are usually carried forward indefinitely in the master list until the bureau itself corrects or completes the information.

5. Hokkaido Bureau's improved file of Ulan Bator in Russian has been duly noted and appreciated by consumers. Anything Okinawa Bureau can do to improve the Mongolian output from the same source will be equally welcome.

6. Recent spot checking of the Daily Report reveals carelessness in handling broadcast information in several bureaus, chiefly those without cruising monitors. If such material is deemed of editorial value, it should be filed twice -- once editorially and one administratively to Vedewer. In rare cases of doubtful items of extreme length, administrative messages calling attention to the editorial items would be of substantial help. The following examples should have been filed administratively as well as editorially: OKINAWA - Delhi, Indian Information Service, in English Morse to the Far East, March 19, 1517 GMT; on development of broadcasting and new stations in India; SAIGON - Saigon, "Le Journal d'Extreme-Orient," French, March 26, a brief on new radio station in Phnom Penh (infer it may be forces transmitter; further date desired); TOKYO - Radio Free Japan (Clandestine) in Japanese to Japan, March 19, 0300 GMT, on reorganization of program schedule in preparation for House of Representatives election; GERMANY - Hamburg in German, March 27 at 0005 GMT, a brief on TV and shortwave agreements; AUSTRIA - Vienna, "Neue Wiener Tageszeitung," March 19, a brief on ultra-shortwave broadcasting in Austria.

SPECIAL REPORTS

1. The Okinawa and West Coast Bureaus furnished a comparison of the major Soviet speeches on Stalin's death with the versions of those speeches presented by Peking transmitters, an extremely useful type of study.

2. The London Bureau completed in crash time a study of Satellite propaganda which was incorporated into the FBIS contribution to a national intelligence estimate.

3. For the past three or four weeks, the daily commentary lists from several bureaus have not met the Monday deadline for arrival in Washington. The tight publication schedule is dependent on that Monday deadline, and all efforts must be made to meet it.

-4-
SECRET

SECRET
Security Information

4. The West Coast, Mediterranean and London Bureaus are commended for the increasing number of observations they are contributing on Soviet broadcasting patterns and techniques.

5. The Special Reports Branch initiated the practice of extracting from its "Survey" publications certain brief items of particular topical interest for publication as spot reports in "Supplement" format. The first such supplement treated developments in Moscow propaganda to the Arab World.

PERSONNEL CHANGES

1. New Employees

Info Spec (Fgn Brdcast)	Editorial Branch
Intelligence Officer	Special Reports Branch
Teleg Typwr Opr	Editorial Branch
Info Spec (Fgn Brdcast)	Editorial Branch
Info Spec (Fgn Brdcast)	Editorial Branch
Teleg Typwr Opr	Editorial Branch
Info Spec (Fgn Brdcast)	Editorial Branch
Teleg Typwr Opr	Editorial Branch

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2. Separations

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3. Reassignments

<u>From</u>	<u>To</u>
Info Spec (Fgn Brdcast)	Info Spec (Fgn Brdcast)
Editorial Branch	Mediterranean Bureau

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